

ADMINISTRATIVE  
INTERNAL USE ONLY

2 APR 1971

MEMORANDUM FOR: Executive Officer, OL  
✓ Acting Chief, Building Planning Staff, OL  
Chief, Personnel and Training Staff, OL  
Acting Chief, Planning Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing Services Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Acting Chief, Supply Division, OL

SUBJECT : Files Reduction Project

1. As a result of a recent files search for a missing document, it has become abundantly clear that file material well in excess of current needs exists in the Office. Each addressee is requested to take appropriate action within his component to reduce files to the extent possible consistent with sound management. A tentative goal of a 25 percent reduction in file space is set for this project.

2. It is recognized that certain types of material must be retained by law for a limited period of time. It is believed, however, that the bulk of Office files are not under such regulatory control and that a careful review for retirement or destruction will prove profitable. [REDACTED] OL Records Management Officer (RMO), extension 2083, is available to advise and assist on this project.

STATINTL

3. Please provide the RMO with an interim status report on your files reduction by 15 April and a final report by 3 May 1971.

/s/  
John F. Blake  
Director of Logistics

cc: OL/EO/R&SB  
OL/EO/B&F

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